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STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

GOWEN FIELD, BOISE ID

Meeting Minutes, March 24, 2005

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Michael Candelaria, United States Dept. of the Interior
- Dan Charboneau, Idaho State Police
- Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Mary Halverson, Idaho Bureau of Homeland Security
- Steve Jenkins, National Interagency Fire Center
- Greg Laragan, Idaho Transportation Dept.
- Lorin Nielsen, Idaho Sheriffs Association
- Scott Reese, Association of Idaho Cities
- Joe Roche, Idaho Dept. of Administration
- Johanna Smith (for Jay Christensen), Idaho Dept. of Correction
- Joseph Young (for Marcia Phillips), Idaho Association of Counties

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Guests:

- Sheriff Bodie, Boise County
- Keith Cook, Motorola
- Shana Munroe, Outreach Subcommittee Chair, Idaho Dept. of Health & Welfare
- Bart Hamilton, Ada County Sheriff's Office
- Jason Heger, ICTAP
- Jolene Hollingshead, SPAWAR Systems Center SD
- Matt Howarth, Motorola
- Gordon Howell, Bannock County
- Steve Jones, Idaho State Police
- Scot Maring, Idaho Dept. of Administration
- Kirby Ortiz, Gem State Comm.
- Stan Passey, Idaho State Police
- Rick Roark, Motorola
- Craig Roland, Bingham County
- Lex Rutter, Idaho Dept. of Administration
- Les Shaddock, Ada County Sheriff's Office
- Greg Zickau, Information Technology Resource Management Council

Welcome/Introductions—Chair Lockwood

Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

Review & Approve Minutes—Chair Lockwood

There were two corrections to the February meeting minutes. Page 2, the fifth bullet under Emergency Communications Commission, was corrected to read: ...1% revenue that the Commission has been receiving from the counties could be **used for Commission operations**. Page 4, the middle of page, was corrected to read: Assisting Public Safety entities in developing Memorandums of Understanding (MOUs) was discussed but it was decided that any guidance or samples that the Council could offer would **likely be modified** because...

A motion was made by Charboneau to accept the minutes as corrected, seconded by Laragan. The motion passed by a unanimous vote.

The Chair discussed the letter from Ben Estes, President of the Idaho Fire Chief's Association, to Association members. The SIEC website address is referenced in the letter as a source for information and guidance to agencies requesting radio infrastructure changes. The letter demonstrates that more and more people are looking to the SIEC for answers and guidance.

Emergency Communications Commission (ECC) Update

Gainor, because she sits on the Commission, gave a brief update on the activities of the ECC:

- The Commission had scheduled the mediation that was referred to in the February SIEC meeting for April 7, 2005.
- The Commission will be meeting in April and will review the first draft of rules relating to distribution of grant funds.
- Les Shadduck, Ada County, was leading the assessment of Public Safety Answering Points (PSAPs) in the state. The survey was distributed two weeks ago. He had received 12 of 44 (25%) completed assessments from the counties.
- One question on the assessment that is a point-of-interest to the SIEC is the types and models of console equipment and whether they could do patches that act as a gateway. 83% of counties have consoles capability of patching.

Second Generation Messaging—Shana Munroe

Munroe, Chair of the SIEC Outreach Subcommittee, solicited ideas from the Council concerning the content of the second DVD, specifically the technical section. Munroe presented the idea of including 25 frequently asked questions. Council member's suggestions included incorporating the Executive Summary of the Interoperability Model for Idaho, it gives a good overview of how to get to Level Five, and to outline the direction that the SIEC is going on an engineering level to give high level directions to technicians.

Munroe requested the Council's approval for the production of a second generation DVD that will contain three sections—a basic message from the first DVD, an intermediate level second generation message and a high level technical section.

A motion was made by Nielson to support the concept that the Outreach Subcommittee Chair presented, seconded by Goetz.

In response to further discussion, it was suggested that some of the information from the NGA Academy be conveyed in the second generation message. A comprehensive report of the NGA Academy will be made available to the Outreach Subcommittee to incorporate as they choose.

The motion was restated and voted on. Motion passed by a unanimous vote.

The first DVD, *We Have a Failure to Communicate*, was shown at the NGA Policy Academy. Council members received positive comments regarding the message and for using street-level providers to share their experiences and frustrations. Copies of the first DVD will be forwarded to the four other states that participated in the NGA Policy Academy.

Munroe discussed the Frequently Asked Questions (FAQ) and Uniform Resource Locator (URL) documents that were included in the Council member's packets to determine if they should be posted to the SIEC website. The documents were developed as Outreach resources. The Council was asked to review the documents.

A motion was made by Charboneau that the Council members review the FAQ and URL documents. They will be discussed further and a vote will be taken at the April SIEC meeting. The motion was seconded by Nielsen.

A subsequent motion was made by Allcott to give Council members two weeks to review the documents and report back to the Outreach Subcommittee with any additions, corrections, or further comments. If they receive none, the Subcommittee would be authorized to move forward with the documents as they were. Roche seconded the motion.

In further discussion to the subsequent motion, Charboneau stated his concern that if there are modifications and changes, the Council would not have the opportunity to discuss them in an open public forum. Therefore, he would speak against the subsequent motion.

A vote was taken on the subsequent motion. The subsequent motion failed.

The original motion was restated and voted on. Motion passed by a unanimous vote.

Munroe and Collier led discussion concerning modifying or changing the SIEC logo. There are some issues with portability of the logo that was approved by the Council to use on the website, letterhead, and business cards. A second design was developed to print on a tablecloth for the SIEC's display at the Digital Government Day (DGD). After some discussion, it was determined that the SIEC staff will make some modifications to the second design that would identify it with the State of Idaho and bring it back before the Council next month for further discussion.

SIEC Policy Subcommittee – NGA Update—Chair Lockwood

The Chair gave an overview of the National Governors Association Center for Best Practices Public Safety Wireless Interoperability Policy Academy held in Georgia March 21-23, 2005, which Idaho was selected to attend along with Georgia, Wisconsin, Louisiana, and Nevada.

Idaho got national recognition for their grant application. The Chair was told by several faculty members that the State of Idaho's application had the best clarity and was the best written that they had ever reviewed. Collier was complimented for her outstanding work on the grant application.

Participation in the facilitated NGA exercise led to the creation of an action plan for the time period of April 2005 to April 2006. Four focus areas for SIEC action were determined:

- Completion of the interim plan
- Preparation of legislation
- Identify and securing funding
- Continued outreach/begin plan marketing

The Chair expressed a concern of his that was discussed at the Academy, that of developing a statewide system that complies with the FCC mandate of migrating from 12.5 kHz to 6.25 kHz in the 700 MHz spectrum by 2018, just five years from the time we have to be in compliance with the 12.5 kHz mandate.

Pressure needs to be put on manufacturers so that the 12.5 kHz systems that are being developed are scaleable and can be changed and upgraded.

Statewide Interoperable Communications Draft Concept—Jerry Goetz

Three documents which were discussed at the February meeting—Idaho Radio Communications Interoperability Model, SIEC Technical Subcommittee's Interoperability Concept, and Idaho Statewide Interoperability Executive Council Resolution Number 2005-01 were combined into a single document and renamed the Idaho Cooperative Agencies' Wireless Interoperability Network (ICAWIN). Goetz led a two-hour page-by-page discussion on the ICAWIN document during which Council members discussed many changes and corrections.

It was determined that Collier and Shadduck will collaborate to incorporate the suggestions made by the Council. By Wednesday, March 30, 2005, the document will be circulated via email to the Council members. The Council members will then have one week to suggest additional modifications. Collier will then take an electronic vote to accept the document.

700 MHz Regional Planning Committee Update—Bart Hamilton

Hamilton reported that he had received letters of support for the Region 12 700 MHz Plan from Nevada and Utah. The State of Washington had reviewed the plan and will be sending a letter of support. Montana will review the plan on April 6, 2005. Once the Committee has received all of the letters of support, they will send the plan on to the FCC for final approval.

Other business and planning for the next meeting—Chair Lockwood

There was no additional business. The next SIEC meeting will be April 28, 2005 at Gowen Field, Building 578 at 9:00 AM.

Adjournment – Chair Lockwood

A motion was made by Gainor to adjourn, seconded by Halverson. The motion passed by a unanimous vote.